

Campus-Based Programs Table of Contents

Introduction	i
RECENT CHANGES	1

Chapter 1, Participation, Fiscal Procedures & Records 1

PROGRAM PARTICIPATION AGREEMENT	1
FISAP	2
ALLOCATION OF FUNDS	3
TRANSFER OF CAMPUS-BASED FUNDS	6
FSEOG AND FWS CARRY FORWARD/CARRY BACK	8
FEDERAL SHARE LIMITATION	9
NONFEDERAL SHARE	12
USE OF FWS ALLOCATED FUNDS	15
CAMPUS-BASED RECORDKEEPING	17
PERKINS REIMBURSEMENT & ASSIGNMENT	23
PERKINS LIQUIDATION	24
ADMINISTRATIVE COST ALLOWANCE (ACA)	25
CERTIFICATIONS A SCHOOL MUST SUBMIT TO THE DEPARTMENT	26

Chapter 2, Operating a Federal Work-Study Program 27

ASSIGNING FWS JOBS	27
EMPLOYMENT CONDITIONS AND LIMITATIONS	27
COMMUNITY SERVICE JOBS	29
ESTABLISHING FWS COMMUNITY SERVICE JOBS	31
LIST OF AGENCIES, INSTITUTIONS, AND ACTIVITIES INCLUDED IN THE DEFINITION OF COMMUNITY SERVICES	32
WORK ON CAMPUS	34
EMPLOYMENT IN A FOREIGN COUNTRY	34
WORK FOR PROPRIETARY SCHOOL	34
WORK OFF CAMPUS	36
OFF-CAMPUS AGREEMENTS	38
EMPLOYING FWS STUDENTS AS TUTORS	40
JOB LOCATION AND DEVELOPMENT PROGRAM	44
WORK-COLLEGES PROGRAM	47

Appendix A--Model Off-Campus Agreement

Appendix B--Need Assessment for FWS Community Service Program

Chapter 3, Making Perkins Loans 49

MAKING A PERKINS LOAN	49
LOAN TYPES AND MAXIMUMS	49
DISCLOSURE TO STUDENTS	50
PROMISSORY NOTE	52

Chapter 4, Perkins Repayment, Forbearance, Deferment, and Cancellation 59

GRACE PERIODS.....	59
PREPAYMENT	61
INTEREST ACCRUAL	61
ESTABLISHING A REPAYMENT PLAN	62
MINIMUM MONTHLY REPAYMENT AMOUNTS	63
PAYMENT PROCESSING.....	65
INCENTIVE REPAYMENT PROGRAM	65
ESTABLISHING REPAYMENT DATES	66
DISCHARGING PERKINS LOANS.....	68
PROCEDURES FOR RESPONDING TO PROPOSED CHAPTER 13 REPAYMENT PLAN	71
RESUMING/TERMINATING BILLING AND COLLECTION	72
BANKRUPTCIES FILED BEFORE OCTOBER 8, 1998	72
BANKRUPTCY AND STUDENT ELIGIBILITY	72
FORBEARANCE	73
DEFERMENT	74
DEFERMENT EXCLUSIVE TO PERKINS LOANS MADE BEFORE JULY 1, 1993, AND NDSLs MADE BETWEEN OCTOBER 1, 1980, AND JULY 1, 1993.	80
DEFERMENT AND DEFAULT	82
PERKINS CANCELLATION	84
CANCELLATION RESTRICTIONS	85
TEACHER CANCELLATION	85
NURSE OR MEDICAL TECHNICIAN CANCELLATION	91
CHILD OR FAMILY SERVICES CANCELLATION.....	91
EARLY INTERVENTION CANCELLATION	91
HEAD START CANCELLATION.....	92
LAW ENFORCEMENT OR CORRECTIONS OFFICER CANCELLATION	92
MILITARY SERVICE CANCELLATION	93
VOLUNTEER SERVICE CANCELLATION	94
REIMBURSING AMOUNTS CANCELLED	94
U.S. ARMY LOAN REPAYMENT PROGRAM	94
DEFINITIONS	95

Chapter 5, Perkins Billing, Collection, & Default 99

PERKINS COLLECTION REQUIREMENTS	99
EXIT INTERVIEWS	99
DISCLOSURE OF REPAYMENT INFORMATION	101
CONTACT DURING GRACE PERIODS	102
BILLING PROCEDURES AND OVERDUE PAYMENTS	103
DEFAULT AND COLLECTION PROCEDURES	106
BILLING AND COLLECTION COSTS	111
USING BILLING AND COLLECTION FIRMS	113
DEFAULT STATUS AND PERKINS ELIGIBILITY	114
PERKINS ASSIGNMENT	116
DEFAULT REDUCTION ASSISTANCE PROJECT	117
PERKINS COHORT DEFAULT RATES	118
PENALTIES FOR HIGH COHORT DEFAULT RATES	120